



EXAMINATION ANNOUNCEMENT

CALIFORNIA ENERGY COMMISSION

ASSISTANT CHIEF COUNSEL

DEPARTMENTAL OPEN

EXAMINATION PLAN – NO WRITTEN TEST IS REQUIRED

This examination will consist of a Supplemental Application weighted Pass/Fail and a structured Qualification Appraisal Interview, weighted 100% that may include pre-exposed interview questions, presentations, role-playing exercises, and/or preparation of written materials. **Only those candidates who are successful in the supplemental application phase of the examination will be invited to the structured interview process.**

Applicants in the examination will be required to submit responses to questions contained in the supplemental application, which are designed to identify job achievements in specific areas that demonstrate the ability to successfully perform at this level. Applicants who do not submit complete information will be eliminated from the examination.

All internet postings of this bulletin have The Supplemental Questionnaire attached at the end (Please scroll down).

QUALIFICATIONS APPRAISAL

It is anticipated that interviews will be held during August/September, 2010

FILING INSTRUCTIONS

FILE BY MAIL OR IN PERSON WITH:

California Energy Commission
Selection, Training & EEO Office (ACC)
1516 Ninth Street, MS-52
Sacramento, CA 95814

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, or the California Energy Commission. If you wish to download the application go to <http://www.spb.ca.gov/jobs/stateapp.htm>.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark question #2 of the "Application for Examination." You will be contacted to make specific arrangements.

ASSISTANT CHIEF COUNSEL
OB10 – 5871
0ER02

www.energy.ca.gov
(916) 653-6532

FINAL FILING DATE: July 26, 2010

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EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

SALARY RANGE

\$8930 - \$10,043 (as of May 31, 2007) – plus a 9.61% monthly pay differential. The pay differential counts toward determining retirement benefits.

FINAL FILING DATE

JULY 26, 2010

All applicants must submit an Application (STD 678) no later than the final filing date. Applications personally delivered or received via interoffice mail **after 5:00 p.m. on the final filing date will not be accepted for any reason. Applications and/or resumes submitted via facsimile (FAX) machines or electronically mailed (e-mail) will not be accepted.**

REQUIREMENT FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements stated below by the final filing date. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: "to" and "from" dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Please note: When combining patterns all experience converts to the largest experience requirement.

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) **AND**

EITHER I

In the California state service, two years of experience performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

THE POSITION

The Assistant Chief Counsel works under the general direction of a Chief Counsel, C.E.A.IV, in planning, organizing, directing, coordinating and reviewing the work of a major legal section of a large legal office.

Positions exist in Sacramento with the California Energy Commission.

SCOPE

Questions in the interview are designed to test broad knowledge of the topic under consideration and candidates should be prepared to respond to a wide variety of issues, both technical and procedural.

KNOWLEDGE OF

1. Legal principles and their applications;
 2. Legal research methods, court procedures, rules of evidence and procedure;
 3. Administrative law and the conduct of proceedings before administrative bodies;
 4. Provisions of laws and Government Code sections administered or enforced;
 5. Principles of public administration, personnel management and supervision;
 6. The department's Equal Employment Opportunity (EEO) program objectives;
 7. A manager's role in the EEO program and the processes available to meet EEO program objectives.
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ABILITY TO

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems;
 2. Present statements of fact, law and argument clearly and logically in written and oral form;
 3. Draft opinions, pleadings, rulings, regulations and legislation;
 4. Hold hearings and independently present difficult and complex cases in court;
 5. Plan, organize and direct the work of a staff of attorneys;
 6. Effectively contribute to the department's EEO program objectives.
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**ELIGIBLE LIST
INFORMATION**

A departmental open list will be established for the California Energy Commission. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS
PREFERENCE POINTS**

WILL NOT BE GRANTED IN THIS EXAMINATION

CAREER CREDITS

DO NOT APPLY IN THIS EXAMINATION

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Energy Commission reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Promotional Examination Only: Competition is limited to employees who have permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD

California Relay (Telephone) Service for the Deaf or Hearing Impaired
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

*

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLIGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

The Supplemental Questionnaire is attached at the end (Please scroll down).



CALIFORNIA ENERGY COMMISSION
Assistant Chief Counsel
Supplemental Application

This examination consists of a Supplemental Application weighted Pass/Fail. The Supplemental Application will be used to evaluate your experience, knowledge and abilities in areas that are specific to the Assistant Chief Counsel classification. The Supplemental Application questions give all candidates an equal opportunity to demonstrate their knowledge, experience and significant accomplishments relative to the critical job demands of an Assistant Chief Counsel at the California Energy Commission. Responses will be evaluated using predetermined rating criteria. **In order to move forward to the Qualification Appraisal Interview, a minimum rating of 70% must be attained in the Supplemental Application.** Please answer questions fully as incomplete responses and omitted information cannot be considered or presumed. Resumes, letters of reference, and other materials will **not** be evaluated or considered as responses to items in the Supplemental Application. *Candidates who fail to follow the instructions will be eliminated from the examination.*

IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION FOR YOUR RECORDS. The California Energy Commission will **NOT** provide you a copy of your Supplemental Application.

THIS AFFIRMATION MUST BE COMPLETED

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. **I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.**

Signature: _____ Date: _____

Name (Printed): _____

The Supplemental Application must be completed and returned with your State application by the final filing date to:

California Energy Commission
 Selection, Training and EEO Office (ACC)
 1516 9th Street
 Sacramento, CA 95814

**CALIFORNIA ENERGY COMMISSION
ASSISTANT CHIEF COUNSEL
Supplemental Application**

The Supplemental Application has two (2) sections:

- A. Experience Questions (2)
- B. Writing Samples (2)

All responses must be your own original work, and all (other than your signature) must be typewritten, or produced on a computer printer, in a clear, easily-readable font and size.

A. EXPERIENCE QUESTIONS

- Font for all answers: Times New Roman, 12 point font or larger.
- Provide a minimum margin of 0.5 inches (or more) on all sides.
- The response to each question should be no more than two pages in length
- Respond to each numbered question separately and indicate the corresponding number for each question.
- Include the name of the examination, your name, and date on each page.

SAMPLE

ASSISTANT CHIEF COUNSEL

Name _____

Date _____

Question #1

CALIFORNIA ENERGY COMMISSION
ASSISTANT CHIEF COUNSEL
Supplemental Application

1. **Summarize your experience, knowledge, and or ability that qualify you to be an Assistant Chief Counsel at the California Energy Commission. Your response should include your background in (a) public contracts; administrative adjudicative proceedings and judicial litigation; (c) the Open Meeting Act, Public Records Act, and the Political Reform Act; (d) rulemakings; (e) supervision and management; and (f) other activities(including but not limited to training and off-the-job experience). *Your answer may be in full sentences and or paragraphs, or in bullet-point or outline form.***

**CALIFORNIA ENERGY COMMISSION
ASSISTANT CHIEF COUNSEL
Supplemental Application**

2. **Describe the key activities for an Assistant Chief Counsel, and the skills and personal characteristics that are important for those activities?** *Your answer may be in full sentences and or paragraphs, or in bullet-point or outline form.*

CALIFORNIA ENERGY COMMISSION
ASSISTANT CHIEF COUNSEL
Supplemental Application

B. WRITING SAMPLES

In addition to responding to the above questions, please submit samples of writing you have produced as an attorney. Each writing sample should be no longer than 10 pages in length. The samples may be excerpts from longer documents; if you provide an excerpt, please briefly describe, within the 10-page limit, the nature of the omitted material.

1. Writing sample one--must be an advocacy document such as a brief or memorandum of points and authorities.
2. Writing sample two—must be a document assessing all sides of an issue, such as a research memorandum or an agency or judicial decision